

2022-2023

**HANDBOOK
FOR PARENTS**

BALSAM ACADEMY

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1 FOREWORD

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Get ready for an adventure in education; you will learn many new and exciting concepts.

Balsam Academy believes in a personalized approach to instruction leading to mastery within a positive and enjoyable learning environment. Founded in 2004, its fundamental goal is to prepare students not only for successful further schooling, but also for the difficulties that will be encountered in the changing social, economic, and political environment of the modern world.

Balsam Academy recognizes the importance of offering a constructive, wide-ranging, and structured program.

This handbook is intended for both new and continuing parents. It has been produced in an effort for you to understand some of our expectations and goals in working with you.

We are mindful that in an international community, students will leave to continue their education elsewhere. Therefore, we equip students with the skills and knowledge they will need to be successful in their next school and throughout life.

We encourage parents to participate in events and help the students enjoy their learning experiences here. We also encourage parents and students to give feedback that will enhance the educational experiences. We believe our relationship with students and parents is key to our success and we hope this document will give helpful information. Best wishes as you become part of our school community.

WELCOME TO BALSAM ACADEMY

We especially welcome our new families and hope this handbook will offer you adequate information about our program. Although our returning parents and teachers may be acquainted with much of the handbook's information, we ask you to review it in preparation for the coming year.

We are very pleased to have you with us and hope that you will always feel welcome at Balsam.

We want to stress that communication is the most important aspect of a successful school. Please help us ensure that ours is an open and honest environment.

2 SCHOOL WEBSITE

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Visit our school website balsamacademy.org and know..

Home	<ol style="list-style-type: none">1. Announcement2. Book a tour3. Sitemap Quicklinks4. Contact Details5. Map
About School	<ol style="list-style-type: none">1. Our vision and Mission2. Core Values3. Core Principles4. School Pledge5. What's in a name?6. History7. Facilities8. Quality Management9. Governing Body10. School Timings11. Message from School Committee12. Strategic Plan13. CBSE Compliance (Best Practices, Booklist, Affiliation, State Recognition, Transfer Certificate, Mandatory Disclosure)14. Alumni
Learning & Beyond	<ol style="list-style-type: none">1. Admission2. Approach3. Student Activities4. Assessment5. Circulars6. School Calendar7. E-prospectus

Students	<ol style="list-style-type: none"> 1. Student Achievements 2. Student Feedback 3. Learners 4. Online Satisfaction Form 5. Student Handbook
Parents	<ol style="list-style-type: none"> 1. Cycle of Assessment 2. Parent Feedback 3. Involvement of Parents 4. Online Parent Satisfactory Form
Staff	<ol style="list-style-type: none"> 1. Our Core team 2. Staff Feedback 3. Staff Achievements 4. In-service Training 5. CBSE Circulars 6. Careers
Experience	<ol style="list-style-type: none"> 1. Gallery 2. Newsletter
Make a Payment	<ol style="list-style-type: none"> 1. Online Payment link

3 STUDENT HANDBOOK

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We strive to provide students with positive educational experiences that are characterized by caring, supportive relationships and free from neglect or abuse of any kind. We are committed to working with you to ensure that the school maintains this type of environment.

By enrolling student(s), you agree to work in partnership with the school and you understand and agree to the guidelines outlined in the handbook.

Tabled below are the items you will find in the handbook..

Message from Team Balsam	This comes from Team Balsam each year.
Student Information Form	We use the information provided to furnish to the Education Board on demand and also to stay in communication with you when required. Kindly update of any changes in the information so we update on all school records.
About Balsam, History, Our Vision, Mission, Core Values, Core Principles, School Symbol, Colours of Balsam	We have provided this information both on the School website and Student Handbook for all members to know what Balsam is all about
Houses of Balsam	Four house names chosen and students from G1-10 are grouped for team building and leadership skills to be developed. Shuffling is encouraged to balance the numbers and prepares students to be adaptive to change.
Prayers, Songs and Pledges	We encourage students to be all inclusive and provide them an environment to prepare themselves to acknowledge feelings and respect all humans irrespective of caste, community, region, religion, nationality, language or gender.
School Timing and Closure	School Core Committee reviews each year with the Academic, Beyond Academic and Admin aspects in mind.
Uniform Schedule	School Core Committee reviews each year with the Academic, Beyond Academic and Admin aspects in mind.

Language of Communication	We understand that parents want students to master English. We encourage students to communicate in English as much as possible however, our love for Indian languages are higher. We do promote using mother tongue for communication and iterate that all of us maintain acceptable standards of communication.
Assessment	The Assessment schedule, promotion policy are carefully prepared by the Exam Committee each year with the guidance of School Heads.
Awards of Excellence	Description, criteria and points are tabled in this section. Read, comprehend and encourage students to work on their strengths and excel.
Merits and Demerits	This section briefs parents and students about the expected standards of discipline and behaviour. Merits rewarding positive behaviour and demerits for flouting rules are listed and maintained by all teachers. Help children to earn merits by setting such standards at home for all family members.
Student Activities	This section briefs you about the activities that we plan for students each year. Some are mandatory while a few are optional.
Guidelines for Students and Parents	This section provides guidelines for students and parents. Read and comprehend so you are well-informed.
Daily Notes	A few pages are left for students to note anything that is of great importance.
Reading Log	We encourage students to read a lot of books other than textbooks each year. This log helps parents and teachers to understand the students' preferred genre.

Leave Record	This log helps parents and teachers to calculate the number of days the student is absent or on leave. It is very important that the teachers be informed by parents the reason and period of leave.
Circulars	This log is to maintain a record of circulars sent from school and it is acknowledged by parents.
Communication Log	This log helps parents and HRTs to communicate anything related to the students' development.
Mirror and Me	A self-evaluation checklist prepared for students to assess and reflect each day.

4 TEAM MEMBERS

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The School Core Committee comprising of sub-committees governs, guides, decides and implements policies recommended and ratified by the School Management Committee and oversees day-to-day running of the school. It is an officially constituted body approved by the Board of Trustees. SCC makes, modifies, and recommends all policies related to school – in terms of micro level operations.

This committee supervises the activity of the school for its smooth functioning. It works in accordance with the specific directions given by the Trust regarding all school policy matters. It acts as bridge between the Trust, SMC and the School. They have one year tenure to participate in all processes governing the school management.

5 DOCUMENTS FOR OFFICE USE

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The relationship between parents and school is based on a lot of documents, including agreements and code of conduct. We expect parents to sign the following documents and agreements every year. These agreements memorialise the relationship between the school and parents, binding the parties to the agreed terms and conditions laid out to ensure mutual benefit and co-operation.

During the time of Admission:

- Application Form
- Birth Certificate of the student
- Transfer Certificate
- Conduct Certificate
- Community /Caste Certificate
- Proof of Residence
- Aadhaar Card
- Income and Service proof of parent/s
- Disability Certificate of child (if applicable)
- Photos (as specified by the Admissions Officer)
- Academic Transcripts /Reports

Every year after Admission:

- General Consent Form - This will help the school to ensure that parents have consented in advance to all activities, visits, school policies, procedures, rules and regulations.

- Fee Payment Agreement - It is important that parents/guardians acknowledge that enrolment at Balsam Academy involves clear obligation to be financially responsible and accountable for the prompt payment of fees and other charges that may be raised to your Student Fee Account.
- School Transport Agreement - Applicable when school transport is opted. This forms as an agreement between the school and the parents/guardians to ensure responsibility of both the parties during transit.
- Wellness Form: This will help us understand the medical history of the child including vaccinations.

6 WE OFFER

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- A safe school environment
 - Committed and effective teaching staff
 - Values and Principles fostered by the School
 - Structured Academic and Beyond Academic programs
 - Strong home /school communication
 - Counselling and mentoring

7 YOU CAN OFFER

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- Unconditional support to children
 - Mutual respect towards school members
 - Timely payments to help us serve better
 - Involvement in school activities /programs
 - Provide a happy and conducive environment at home
 - Uphold all school policies and procedures

8 POINTS TO REMEMBER

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Virtually every child comes to school eager to learn and we want to keep this urge to learn alive in every child. We believe in providing resources such as books, learning materials, and educational technology. In the world today, children need to become proficient in the use of computers and related technology as tools to accomplish a myriad of tasks.

Finally, we believe in working with parents to encourage our students to adopt qualities of living which lead to success long after formal schooling has ended. These include universally accepted "success orientations" of trustworthiness, kindness, politeness, responsibility, independent endeavour, concern for others, group interaction, and aesthetic appreciation.

9 CONTACT INFORMATION

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The School encourages parents to use email as much as possible for communication with the administrative department.

School Office - **04172-272611/12**

School Website - **balsamacademy.org**

Concerns or Complaints:

All concerns /complaints will be noted and acted on promptly by the staff member who receives the complaint.

Upon thorough investigation, further discussion and clarification with all parties involved, the Principal, Vice Principal or designee will provide a response to the complainant.

Related to	Mail to
General	balsamacademy@gmail.com
Appointment	hr@balsamacademy.org
Admission /Withdrawal	admission@balsamacademy.org
Transport	transport@balsamacademy.org
Fee payment /certificate	asst_accounts@balsamacademy.org
Grievance	grievance@balsamacademy.org
Suggestion /Concern related to School administration	hop@balsamacademy.org

